



# MIAMIBEACH

City of Miami Beach, Cultural Affairs Program, Cultural Arts Council

## **Fiscal Year 2010/11 Program Guidelines and Application Instructions**

### **Cultural Anchors and Junior Anchors**

*Not applicable for any other City of Miami Beach Cultural Grant Program category*

The cultural arts grants program is made possible through the vision and support of the Miami Beach Mayor and City Commission

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## Introduction

The City of Miami Beach Cultural Affairs annual grants programs are open to non-profit, 501(c)(3) cultural organizations and cultural departments within an institution of higher learning (college or university) with tax-exempt status under other subsections of 501(c)(3) wishing to present or produce cultural and artistic events in the City of Miami Beach.

The grants programs were originally created in 1998 as an essential component of the mission of the Miami Beach Cultural Arts Council, which is to develop, coordinate, and promote the arts in the City of Miami Beach community. Since the program's inception, the City of Miami Beach Mayor and Commission and the Cultural Arts Council have awarded in excess of \$8 million in cultural arts grants, supporting thousands of performances, exhibits, and other cultural activities in Miami Beach. The grants programs are managed by professional staff from Cultural Affairs, a Division of the City of Miami Beach's Department of Tourism and Cultural Development.

In an effort to address the needs of the arts community, the Cultural Affairs staff annually reviews each of the programs. Suggestions and ideas are received from grantees, grants panelists, members of the Cultural Arts Council and other granting organizations. Cultural Affairs welcomes this input so that it can continually grow and improve its programs. Program application periods and relevant deadlines are announced in January via press releases, electronic mail, on its website, [www.MBCulture.org](http://www.MBCulture.org) and in area newspapers. Program guidelines, applications and instructions are created in Microsoft Word format and made available on the website, in English and Spanish. These forms are also available upon request via email ([maryheaton@miamibeachfl.gov](mailto:maryheaton@miamibeachfl.gov)). Applications are also available in paper version by calling 305-673-7577 ext. 6126.

Applicants should determine the primary goal of their project, examine the purposes and review criteria of the different grant programs, and apply to the program that is most relevant to the project. Each grant applicant must follow an extensive multi-level public review process. This includes a general orientation for all applicants and required consultations with Cultural Affairs staff to determine eligibility and appropriate program. Applicants must meet all application requirements, including deadlines, or the application will be disqualified. A mandatory dollar for dollar (\$1 to \$1) match is applicable to all grants programs. Grant applicants must demonstrate this match through cash, other matching grants and/or In-Kind contributions (**In-Kind contributions not to exceed 25% of total cash project budget**). The Cultural Affairs grants programs should not be considered the sole source of funding. Applicants should thoroughly explore other funding sources prior to seeking support from this program. An organization may submit only one grant application each grant year. An application **must score a minimum average of 80 points or higher** at the Panel meeting to be eligible to receive funding.

Applications will be scored by the Cultural Arts Council at a series of Panel Meetings to be held between March 4 and June 3, 2010. All meetings will be publicly noticed. It is strongly suggested that applicants attend their respective Panel Meeting. During the Panel Meeting, applicants are permitted only to respond to questions from panelists. Applicants are strictly prohibited from speaking during any other part of the Panel Meeting. Persons requiring special accommodations must make the request at least 72 hours prior to the Panel Meeting. Miami Beach Cultural Arts Council panelists follow rigorous conflict-of-interest guidelines. They do not participate in funding deliberations affecting organizations with which they have been affiliated as employees or board members within the past three years. Once the Panel has reviewed and scored an application the decision of the Panel thereto shall be final.

Funding distribution will be decided at the regular Cultural Arts Council meeting Thursday, July 1, 2010. These initial funding recommendations are submitted to the City of Miami Beach's Mayor and Commission for final approval during the City's annual budget hearing each

September. Upon final approval of the grant awards, grantees are required to complete and sign a grant contract complete with detailed project description and itemized project and grant award budgets. These contracts also contain provisions for monitoring, performance and enforcement, which are implemented by Cultural Affairs staff.

## **Cultural Anchors and Junior Anchors**

Provides grants for operating funds to the major preeminent and smaller arts institutions physically based in the City of Miami Beach, whose primary mission is year-round artistic and cultural programming that contributes significantly to the cultural life of the City of Miami Beach. Grants may be used towards operational expenses in association with the annual cultural programming described in the application.

**Cultural Anchor organizations include** ArtCenter/South Florida, Bass Museum of Art, Jewish Museum of Florida, Miami City Ballet, Miami Design Preservation League, New World Symphony and Wolfsonian – FIU.

**Junior Anchor organizations include** Arts at St. John's, Miami Beach Cinematheque (Miami Beach Film Society), Miami Beach Garden Conservancy (Miami Beach Botanical Gardens), Miami Contemporary Dance Company, SoBe Institute of the Arts and the Miami-Dade Public Library.

### **Maximum Request Amounts**

- \$25,000 Junior Anchors with annual organizational budgets below \$750,000
- \$30,000 Anchors with annual organizational budgets between \$750,000 and 3.5M
- \$35,000 Anchors with annual organizational budgets at or above \$3.5 M

## **Evaluation Criteria**

### **Cultural Excellence as demonstrated by**

- Exhibits, productions or programs presented during the 2009-2010 season and scheduled for 2010-2011, including participating artists, locations/venues and dates.
- A brief history of the organization's services and programs, substantiating the ways in which the programs are culturally excellent and support the mission.
- Programming which sustains and advances the organization's artistic discipline (e.g., reviews by acknowledged critics / professional evaluations by recognized experts within your field / strategic artistic efforts and collaborations specifically designed to expand the cultural field of artistic specialization, etc.).

### **Impact and Audience Development**

- Generating audiences for its programs as evidenced by attendance trends.
- Concerted and/or innovative efforts to cultivate and expand audiences.

### **Organizational Stability and Management Capacity**

- Organization's ability to secure and maximize resources that support the artistic development, growth and implementation of programs.
- Organization's ability to document its multi-year fiscal responsibility and accuracy.

### **Outreach Programs as demonstrated by**

- Public outreach initiatives to specialized populations (e.g., children, people of culturally diverse backgrounds, senior citizens, people with disabilities, populations at risk, and/or other underserved audiences)

## **Eligibility Requirements**

Only non-profit cultural organizations with a 501(c)(3) tax-exempt status or cultural departments within an institution of higher learning (college or university) with tax-exempt status under other subsections of 501(c)(3) are eligible. Cultural Affairs staff will determine eligibility and discuss guidelines with applicants during the required consultation. Organizations applying through a **"fiscal agent" are not eligible**. Organizations which received prior year Cultural Affairs grant funding and which did not comply with the Grant Agreement and/or other requirements pursuant to same are ineligible to apply. Additionally, organizations which received funding from the Miami Beach Visitor and Convention Authority (VCA) during the same fiscal year are not eligible to apply. Applicants are required to furnish a minimum \$1 to \$1 funding match, in cash, in-kind, or combination of both. A City of Miami Beach Cultural Affairs grant shall not be considered the sole source of funding. Applicants are encouraged to explore additional funding sources such as the Miami-Dade County Department of Cultural Affairs (305-375-4634); Florida Department of State, Division of Cultural Affairs (850-487-2980); and private sources.

### **Staff Consultation**

Qualified cultural organizations should schedule an initial consultation with Cultural Affairs staff to determine eligibility. Additional staff consultations may be necessary prior to submission of final application to determine completeness and acceptability. Incomplete applications will not be accepted. Applicants must provide copies of the following documents by the application deadline or the application will be automatically cancelled:

- Organization's 501(c)(3) tax-exempt status letter dated within the past two years. Updated letters can be obtained via fax and mail by calling the Internal Revenue Service at 1 877 829 5500. *Please also note that non-profit corporations are required to be registered with the Florida Department of Agriculture & Consumer Services per the Solicitation of Contributions Act, <http://www.doacs.state.fl.us/consumer.html>, under Charitable Organizations.*
- Signed IRS Form 990 reflecting organization's prior year budget.

Please note that In-Kind contributions **may not** exceed 25% of the total organizational budget and total cash project budget.

### **Allowable Grant Expenditures:**

General Operating including:

- Artistic and technical fees
- Administrative salaries or fees
- Production costs
- Honoraria
- Equipment rental and expendable materials
- Marketing
- Publicity
- Equipment rental and personnel necessary to provide program accessibility as mandated by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

### **Grant Use Restrictions (grant funds may not be used towards):**

- Projects that are primarily recreational, political, therapeutic, vocational, rehabilitative or intended solely for practitioners of a specific religion.
- Remuneration of City of Miami Beach employees for any services rendered as part of a project receiving a grant from Cultural Affairs grants programs
- "Bricks and mortar" or permanent equipment; unless the purchase price is less than the cost of rental.
- City of Miami Beach services (City permit fees, off duty police, insurance, electrician, etc.)

- Debt reduction
- Travel or transportation outside the local Miami Dade County area and not directly related to Miami Beach based cultural activities
- Social/Fundraising events, beauty pageants or sporting events
- Hospitality costs including decorations or affiliate personnel with the exception of artists
- Cash prizes
- Lobbying or propaganda materials
- Charitable contributions
- Events not open to the public; unless the event serves to specifically benefit City of Miami Beach government

*Please contact Cultural Affairs Program staff for any questions regarding grant related expenditures.*

## **Program Policies**

The Cultural Affairs Grants Program is a public process governed by the Florida Government in the Sunshine Law. All Panel meetings shall be advertised and open to the public and all documents are available for inspection by the public.

Past receipt of grant awards, financial need, and merit of an application do not in themselves guarantee funding. Prior year grant recipients must submit a completed final report form no later than the date indicated in their current grant, in order to be eligible to receive next year's grant funds if awarded. Additionally, once the final report has been reviewed, grant recipients must submit any additional required documentation by the deadline provided or the grant recipient will be non-compliant and ineligible to receive remaining grant funds, and ineligible to receive next year's grant funds if awarded.

Multiple organizations may not apply for City of Miami Beach Cultural Affairs grant funding towards the same project. An organization may submit only one application each grant year.

Cultural Affairs and the Miami Beach Cultural Arts Council do not fund capital expenditures; travel outside of the local Miami-Dade County area; hospitality; debt reduction; organizational fundraising; City of Miami Beach services; or administrative and staff salaries (Cultural Anchors and Junior Anchors exempt from this last item).

**Application and Final Report deadlines will be strictly enforced. There will be no exceptions.**

During the application process, applicants may contact the Grants and Operations Administrator at 305-673-7000 ext. 6126 or the Cultural Affairs Program Manager at 305-673-7000 ext. 6745. Applicants shall not engage in any communication with Cultural Arts Council Panel members. Violations may result in disqualification from consideration of application to the Grants Program or, if after selection, disqualification from the Grants Program.

All grant recipients must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of handicap, color, creed, gender, religion, or sexual orientation.

In the event that Cultural Affairs staff determines the need to monitor grant recipients and events funded by these City grants, the Cultural Affairs staff may request tickets or waived admission for distribution to Cultural Arts Council members.

## **Application Timeline and Instructions**

**Application Period Opens: Monday, December 28, 2009**

Application form will be available online at [www.mbculture.org](http://www.mbculture.org) under *Grants*. Applications are also available from the office of Cultural Affairs, Department of Tourism and Cultural Development at 555 17<sup>th</sup> Street, Courtyard Entrance, Miami Beach. The Cultural Affairs Program reserves the right to revise published information. Please phone 305-673-7577 ext. 6126 or visit [www.mbculture.org](http://www.mbculture.org) to confirm information, including but not limited to, meeting dates and times. The Office of Cultural Affairs reserves the right to make changes in meetings dates and times as deemed necessary.

### **Initial Consultations with Applicants (Optional): Before Friday, January 8, 2010**

Applicant eligibility and appropriate grant program will be determined during the consultation. Appointments are scheduled on a "first come first serve" basis and must be scheduled at least one week in advance. It is in the best interest of the applicant to schedule this appointment as early as possible in the event that a second consultation review is necessary. Please phone 305-673-7577 ext. 6126 to schedule an appointment.

**Please note:** All organizations must be registered as Lobbyists with the City of Miami Beach City Clerk's office prior to presenting to the Grant Panelists. Non-profit organizations are exempt from paying the fee but must still register. For more information, please call 305-673-7411 or visit <http://www.miamibeachfl.gov/newcity/depts/clerk/clerk.asp>.

### **Final Application Reviews (Mandatory): Before Friday, January 29, 2010**

Eligible applicants may meet with staff to review their final completed application and all attachments, required and supplemental. Supplemental attachments are limited to 5 pages front and back. Applicants then make 12 final copies including all attachments and deliver these plus the original signed application (13 in total) no later than the deadline stated below.

### **Application Delivery Deadline: Monday, February 1, 2010, 4:00 pm EST**

No new applicants are accepted after 4:00 pm EST on this date. **No exceptions shall be made for applications submitted after these respective deadlines.** Late or incomplete applications will not be considered and will be returned to the grant applicant(s) unopened. Deliver original signed application and 12 complete copies (13 in total) including all attachments to: City of Miami Beach Department of Tourism and Cultural Development, Cultural Affairs Program, 555 17<sup>th</sup> Street, Courtyard Entrance, Miami Beach.

### **Application Check-list**

1. One original signed application (please mark "original") and 12 copies each with all required and supplemental attachments. Incomplete applications or applications submitted beyond the application deadline will receive no further consideration. Grant applicants are advised to retain a copy of their completed application and attachments for their own reference.
2. One complete copy of the organization's most recent IRS Form 990, signed, attached to the back of the original application. Do not attach to the 12 application copies.
3. One copy of 501(c) (3) letter of non-profit determination **dated within the past two years**. Updated letters can be obtained by fax and by mail by calling the Internal Revenue Service at 1-877-829-5500.
4. All applications must be completed in full, in the original format and typewritten. Handwritten applications are not accepted.
5. Applications must be on paper no larger than 8 ½ x 11
6. **IN AN EFFORT TO CONSERVE PAPER, WE NOW REQUIRE THE USE OF THE FRONT AND BACK OF EACH APPLICATION PAGE (DOUBLE-SIDED)**
7. Altered or incomplete applications will not be accepted

8. Attachments must be placed at end of application form
9. Please use binder clips rather than staples on applications
10. Do not use cover pages, dividers, or bind in notebooks
11. All application copies must include the following required materials:
  - Current Board membership (with contact information) and staff lists with brief bios included
  - All Itemized in-kind contribution lists as indicated within the application
  - Additional supplemental organizational and program materials are limited to 10 items or pages front and back.
12. It is recommended that applicants submit one (1) copy of an Audio/Visual support item such as a video tape (VHS), DVD, or CD dated within the past year and appropriately labeled. Please include a self-addressed stamped envelope or container for item to be returned, or plan to retrieve the item at the panel meeting. In the event of lost or damaged items, the City does not accept responsibility for any replacement or other costs, as a result of said loss or damage

### **Panel Meeting**

Cultural Anchors and Junior Anchors applications will be scored by the Cultural Arts Council at a Panel Meeting to be held on:

**Thursday, March 4, 2010, at 9:00 AM, in the City Manager's Large Conference Room  
4<sup>th</sup> Floor, City Hall, 1700 Convention Center Drive, Miami Beach**

All meetings are publicly noticed. It is strongly suggested that applicants attend their respective Panel Meeting. During the Panel Meeting, applicants are permitted only to respond to questions from panelists. Applicants are strictly prohibited from speaking during any other part of the Panel Meeting. Persons requiring special accommodations must make the request at least 72 hours prior to the Panel Meeting. Miami Beach Cultural Arts Council panelists follow rigorous conflict-of-interest guidelines. They do not participate in funding deliberations affecting organizations with which they have been affiliated as employees or board members within the past three years. Once the Panel has reviewed and scored an application the decision of the Panel thereto shall be final.

Funding distribution will be decided at the regular Cultural Arts Council meeting Thursday, July 1, 2010. These initial funding recommendations are submitted to the City of Miami Beach's Mayor and Commission for final approval during the City's annual budget hearing each Fall. Upon final approval of the grant awards, grantees are required to complete and sign a grant contract complete with detailed project description and itemized project and grant award budgets. These contracts also contain provisions for monitoring, performance and enforcement, which are implemented by Cultural Affairs staff.

Grant contracts are distributed to awarded applicants in October 2010. Fifty percent (50%) of grant funds are distributed upon receipt of signed and completed contracts by the stated deadline. Prior year grant recipients must submit a completed 2009/10 final report form no later than November 15, 2010, and meet any subsequent deadlines in order to be eligible to receive 2010/11 grant funds.